

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Special Recreation Supvr. **GR:** 13 **FLSA:** EX **DATE:** 05/31/2002

DEPARTMENT: Parks & Recreation **DIVISION:** Recreation

REPORTS TO: Recreation Superintendent **APPROVED:** _____ **JOB CODE:** 6020

GENERAL DESCRIPTION:

Under general supervision, supervises and coordinates recreation programs for special populations in the community. Work varies and requires interpretive judgment within prescribed standards and procedures.

TYPICAL DUTIES:

Plans, organizes, coordinates and supervises recreational events and programs for people within the community who have special therapeutic recreational needs; assists in budget preparation; assigns subordinate personnel in recreational leadership and instructional roles; evaluates work performance; analyzes and evaluates program achievements; interprets program to community groups and civic organizations; trains and motivates staff; transports participants to and from activities and events; records use of Department vehicles and is accountable for their maintenance; publicizes program activities through newsletter; performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises a small group of professional and technical workers both full time, part time, and seasonal in office and field work.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to a bachelor's degree in recreation or a closely related field and two years of experience in therapeutic recreation with special populations; Certification as a Therapeutic Recreation Specialist (CTRS) is desirable; possession of a valid Kansas commercial driver's license (CDL) with passenger endorsement within three (3) months of employment.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Possesses a thorough knowledge of the principles, practices, procedures, methods and techniques of therapeutic recreation (daily)

Effectively analyzes and determines recreation needs of special populations in the community (daily)

Effectively plans, organizes, promotes, and develops therapeutic recreation programs, and supervises and conducts program activities (daily)

Effectively evaluates achievements of programs and work performance of subordinate employees (daily)

Effectively communicates, orally and in writing (daily)

ESSENTIAL JOB FUNCTIONS (continued):

Establishes and maintains effective working relationships with fellow employees, officials, and the public (daily).

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 20 percent of the time

Reaching: Moderate overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: No particular color vision required

Hearing: Frequently perceives nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability

Manual Dexterity: Occasionally operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work outside and inside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Minimal exposure to equipment noise

Hazards: Minimal exposure to equipment

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing

Ability to organize information for concise written and oral presentation

Ability to read and comprehend written material

Ability to think logically and quickly during an emergency

Ability to understand and apply mathematical concepts accurately

Ability to maintain accurate records

Ability to evaluate and execute possible courses of action

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Vehicles including vans and buses, telephone, hydraulic lifts, two-way radio

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.